

State of Wisconsin\Government Accountability Board

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DATE: December 6, 2013

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator
Government Accountability Board

Lila Walsh
SVRS Election Specialist

SUBJECT: SVRS Checklist #1 for 2014 Spring Primary and 2014 Spring Election

SVRS Checklist #1 for both the February 18, 2014 Spring Primary and April 1, 2014 Spring Election is attached. The Checklist has been newly reformatted and includes information particular to this spring election season. Note that there is no statewide office on the spring primary ballot.

Please review the document carefully and thoroughly and contact the G.A.B. Help Desk with any questions.

The State has created the 2014 Spring Primary and 2014 Spring Election in SVRS.

- Because there is not a statewide office on the spring primary ballot, some jurisdictions will not need to inherit the 2014 Spring Primary in SVRS. You will need to determine whether you should inherit the 2014 Spring Primary. In most cases, this will be determined after the January ballot access and challenge deadlines. Only inherit the 2014 Spring Primary in SVRS if you have a contest on the primary ballot.

There is specific information in the Checklist regarding contest setup.

- The State must enter ALL School District (school board members and referenda), Technical College and Multi-jurisdictional Judge (MJJ) contests in SVRS for both 2014 Spring Primary and 2014 Spring Election. Counties and Municipalities should review and confirm that school board and MJJ contests have been correctly entered by the state.
- Counties must enter ALL sanitary district contests in SVRS for the 2014 Spring Primary and 2014 Spring Election.
- The quality of ballots accessed by military voters through the MyVote website (myvote.wi.gov) depends on the care and conscientiousness with which election officials have entered the contest and candidate information in SVRS.
 - Please give special attention to contest ballot position and ballot instructions when entering contests and candidate ballot position when entering candidate filings in SVRS.

Now is the time to make sure that all of your data quality issues are fixed in SVRS before you issue absentee ballots.

- Voters with no district combo must be fixed in order for them to appear on a poll book.
- Geo DC mismatches, geocode exceptions and boundary exceptions must be verified to ensure voters are placed in the correct district and receive the correct ballot.
- Normal data quality checks: Felon, Death and Duplicate record matches, still need to be completed.

The G.A.B. has recently recorded webinars on Mapping and HAVA Matches. Please visit the webinar page on the G.A.B. website to view these webinars to get a refresher on these processes:

<http://gab.wi.gov/clerks/education-training/webinars>

Should you have questions, please do not hesitate to contact our Help Desk at gabhelpdesk@wi.gov or (608) 261-2028. Thank you.